

Citizen Participation Plan

Town of Southern Shores

CAMA Land Use Plan

Phase I

I. Introduction

The Town of Southern Shores is beginning the development of a CAMA Land Use Plan (LUP) under the North Carolina Coastal Area Management Act (CAMA). The N.C. Coastal Area Management Act of 1974 created the Coastal Resources Commission (CRC) that is responsible for implementing an integrated program of planning, permitting, education and research to protect, conserve and manage the state's coastal resources. The Division of Coastal Management (DCM) is staff to the CRC and implements the coastal program in the 20 coastal counties and municipalities. The Division is part of the Department of Environment and Natural Resources, which is responsible for managing and protecting the state's environmental resources.

The CRC establishes policies for the N.C. Coastal Management Program and adopts implementing rules for both CAMA and the N.C. Dredge and Fill Act. The Commission designates areas of environmental concern, adopts rules and policies for coastal development within those areas, and certifies local land use plans. The CRC adopted revisions in 2002 to the land use planning guidelines that are intended to improve the quality of the local land use plans by requiring land suitability analysis and creating management topics to guide the development of land use policies.

The CAMA Land Use Plan establishes policies that help guide local governments in land use and zoning decisions. The revised guidelines require more in-depth analysis of natural systems and land suitability through the use of GIS modeling and mapping. The land use plan addresses growth issues such as the protection of coastal resources (i.e., coastal water quality, wetlands, and fisheries), desired types of economic development, and the reduction of storm hazards, as well as local issues of concern. Land use plans provide guidance for both individual projects and a broad range of policy issues, such as the development of regulatory ordinances and public investment programs. The land use plan can also help a community in obtaining grant funds for priority projects.

Recent amendments to state statutes require that both city and county planning boards comment in writing on any proposed zoning map or text amendment. The comment must address whether the proposed amendment "is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable." When adopting or rejecting any proposed amendment, the city council must also adopt a statement to address this issue. G.S. 160A-383; 153A-341.

The Division of Coastal Management also uses the land use plan in making CAMA permit decisions and federal consistency determinations. Proposed projects and activities must be consistent with the policies of a local land-use plan, or DCM cannot permit a project.

The CRC certified the Southern Shores Consolidated Land Use Plan in September 1998. The previous plans include the following:

- The Town of Southern Shores 1997 CAMA Sketch Land Use Plan Update
- Town of Southern Shores 1992 Sketch Level Land Use Plan Update
- Southern Shores 1985 Land Use Plan
- Land Use Plan Task Force, 1980

The Southern Shores Land Use Plan (LUP) Update will be the town's fifth land use plan. The plan addresses a study area that includes the area of the northern portion of Dare County on the Outer Banks bounded on the east by the Atlantic Ocean, the west by Currituck Sound/Ginguite Bay and south sharing a common border with the Town of Kitty Hawk; and north sharing a common border with the Town of Duck.

The Planning Program requires public participation in the planning process, and the Citizen Participation Plan outlines the process for citizen involvement. The public, residents and non-residents, and other stakeholders will be afforded opportunities to participate in a planning process that will shape policies that guide permit decisions and the future growth of the community.

II. Purpose of the Citizen Participation Plan

This Citizen Participation Plan was prepared to guide a public involvement process for citizens in the revision and updating of the Town of Southern Shores CAMA LUP. This plan is designed to meet the requirements for public participation as outlined in 15A NCAC 7L .0506. It is the intent of the process to engage the public in the land use planning process and improve the community's understanding of land use and development issues.

Goal: To ensure that Southern Shore citizens, property owners, non-residents, elected officials, steering committee and staff are fully engaged and participate in the development of the Southern Shores Land Use Plan.

Key Participants:

Elected Officials: Southern Shores Town Council is responsible for determining policies, adopting, and supporting the implementation of the CAMA Land Use Plan.

The Steering Committee: The role of the Steering Committee is to oversee the progress of the planning effort, approve goals and objectives, and to ultimately make recommendations to the local elected officials.

The Consultant: The consultant, Earth Tech of North Carolina, Inc. will focus its efforts on development of the policy direction of the plan through the identification of common goals, creating all GIS mapping products, providing perspective on the experience of other communities in developing coastal land use plans and policies, guiding the staff, Steering Committee and officials through the planning process and focusing on accomplishing the scope of work.

Local Town Staff: The role of the local staff is to obtain data, organize meetings, minutes, and logistics, prepare and distribute public notices, implement the Citizen Participation Plan, and ultimately implement the Land Use Plan.

The Public: The public will participate in the planning process. There will be a public workshop and other opportunities for public involvement that is detailed in the Citizen's Participation Plan below:

III. CAMA Requirements for Public Involvement:

Local governments that receive funding from NC DCM for CAMA Land Use Plans are required to develop and implement a Citizen Participation Plan. Public participation requirements for state-funded CAMA Land Use Plans are contained in 15A NCAC Subchapter 7L, Local Planning and Management Grants. The Citizen Participation Plan (CP Plan) is intended to engage all socio-economic segments of the community, including non-resident property owners, in the plan's development and utilize a variety of tools and techniques.

Four major components are required for the CP Plan:

1. Designate a Lead Planning Group and points of contact. The Town of Southern Shores has designated the Hazard Mitigation Plan Committee to be the Steering Committee that oversees the development of the Land Use Plan. As lead planning group, the Steering Committee is responsible for the oversight and supervision of the planning process. The Contact for the Steering Committee:

Name:	Mike Hejduk, Code Enforcement Administrator
Address:	Town Hall Bldg., 5375 N. Virginia Dare Trail, Southern Shores, NC 27949
Telephone no.:	252-261-2394

The Planner-in-Charge is Ms. Cindy Camacho, representing Earth Tech of North Carolina. The contact information for the Town representatives and board members are listed in the Attachment A.

2. Public Information Meetings are required to inform the public of the Land Use Plan process. The Steering Committee will schedule a minimum of four meetings during Phase I. The meetings will be scheduled and called as necessary to review work products, and to conduct the public workshop. The meetings can also serve as tools that are used to report the progress on the Plan's development back to the public.

All Steering Committee Meeting agendas can allocate time for public comments on the land use plan. The Town can keep a record of all comments, residents, property owners and others who speak at the meetings. These names can be added to a mailing list and their comments as part of the record of participation and citizen involvement.

3. A variety of methods and techniques will be utilized to engage the public in a participatory planning process. The techniques selected will be used to help improve the community's understanding of the impact of land use and development may have on the community and its resident's quality of life. They will also be selected to help further understanding of the planning process, and provide opportunities for citizens to participate in the plan development. Some of the techniques and methods include town meetings, informational brochures, and websites. A 2005 Long Range Plan Opinion Survey was distributed to 2,544 property owners. There was a 60 percent response rate (about 1,500 responses). This recent survey will also be used in the development of the CAMA Plan update.

4. Meeting Schedule. The meeting schedule proposed for the Steering Committee follows. The topics that will be covered are described below.

Adjustments in this schedule can be made to accommodate any necessary changes in the planning process.

TASK 1: PROJECT KICKOFF

During Task 1, the consultant will present the Citizen's Participation Plan to the Steering Committee on January 24, 2007 at Town of Southern Shores – Pitts Center. The consultant will also provide an overview of the major components of the planning process for Phase I of the plan's development. The Town Staff will also provide input, and be available to answer questions concerning the planning process, plan development and plan approval, as well as other questions that may arise.

TASK 2: FACILITATION AND CONSENSUS BUILDING

The consultant will engage both the Steering Committee and the public in the planning process through the facilitation of planning meetings and review of planning materials and documents, with the goal of building consensus among stakeholders throughout the planning process.

Other public outreach activities will include a consultant review of the Opinion Survey results, and input from a Town Meeting. A facilitated town meeting can help the community identify land use and development issues and generate a priority list of issues about which there is a high level of agreement. The Town has made great progress in recent planning efforts, including the Long Range Plan, the development of the Vegetation Management Plan, participation in the Outer Banks Hydrology Management Committee. Results of these plans and studies will help form the outline of issues that can be addressed at the facilitated town meeting. The consultant will provide appropriate materials to the Town for posting on the Town's web site that describes information concerning the planning process, plan reports, meetings and minutes. It is vital that local elected officials actively participate in the process through the planned community meetings.

The Town Staff will create and maintain a mailing list that includes: organizations, residents, media, elected officials, agency personnel, interest groups, and others. The mailing list can be used by Town Staff throughout the planning process to keep a thumb on the pulse of the community and other key stakeholders. The lists include addresses but may also include telephone, email addresses and FAX numbers or other information to aid in contacting people in a variety of ways. Using mailing lists will help to reach citizens with announcements of upcoming events, meeting invitations, summary reports, and other information about the development of the CAMA Plan.

TASK 3: BACKGROUND DATA ANALYSIS

Task 3 involves the preparation of initial public meeting information and presentation materials, review of previous plans, including the 2005 Long Range Plan, priorities, policies and review of key issues related to growth and development in the Town of Southern Shores. This task will assemble information and background that will be used in implementing the Citizen's Participation Plan. A major theme of the plan is managing change in the community.

TASK 4: CONDUCT A PUBLIC WORKSHOP IN ORDER TO INTRODUCE THE PROJECT TO THE PUBLIC AND OBTAIN INPUT

This task involves introducing the project to the public and receiving initial public input. A facilitated town meeting will be held on March 29, 2007 at the Duck Woods Country Club to present information to the public on the land use planning process and to obtain from the participants a broad range of land use and development issues important to the community. From this input, a priority list of issues will be generated. This planning meeting is intended to engage the community in the planning process, and to begin to shape a vision statement on the future development of the Town. Members of the Steering Committee will be trained by the Planner-in-Charge to be group facilitators for this meeting. Members will be asked to encourage their friends, neighbors, business associates and other community members to participate, as well as providing public meeting support. The Town Staff will compile a list of stakeholders and ensure they are invited to attend the meeting.

The facilitated town meeting will be organized to solicit a wide range of issues from the participants, and to begin to develop a vision for the plan. An inclusive planning process can help to define and articulate a vision for a community's future. The location, scale, character and rate of development desired by the community are all topics to be addressed, as well as other issues of local concern, which should serve as the framework for the development of the community's vision.

The Town Staff will provide background information and explain how the Land Use Plan has been used to guide development during the past. The Town meeting will have two parts. Part one introduces the participants to the background information on land use and development trends, as well as the planning process. Part two is a structured process that will break participants up into small working groups that will generate a list of issues and concerns and then prioritize a single list of issues.

Public notice is required at least 30 days before the first public meeting, and a second public notice at least 10 days before the meeting date. Notices will be sent to the Coastal Resources Advisory Council, and the DCM District Planner.

TASK 5: MEET WITH THE STEERING COMMITTEE

Task 5 meetings will start in January 2007, as meetings are scheduled to review and cover the planning elements of Phase I of the Land Use Plan schedule. The meetings with the Steering Committee will cover the topics identified as follows:

Meeting Schedule

<u>Date</u>	<u>Event</u>
January 24, 2007	Review of the Citizens Participation Plan Steering Committee Meeting
March 29, 2007	Conduct Public Meeting and Discuss/Draft Community Vision
March 15, 2007 (rescheduled to March 9, 2007)	Review of Growth Trends and Land Use Plan Report and Review GIS Maps
<u>TBD</u> , 2007	Review Draft Land Use Plan Phase I Report
February 8, 2007	Workshop – Review of CAMA Guidelines

TASK 6: CONDUCT MEETINGS WITH TOWN COUNCIL AND STEERING COMMITTEE

Task 6 will provide an opportunity for both the Steering Committee and the elected Town officials to meet and review progress on the Land Use Plan and discuss the results of the Town Meeting. The Council and the Steering Committee will provide valuable advice on the planning elements as they are being initially formulated, and help to shape the specific policies and actions that will be proposed in the plan.

One concurrent meeting is proposed for the Steering Committee and the Town Council to review progress on the Land Use Plan development. This meeting is proposed for (to be determined) . The concurrent meeting is proposed to review

the results of the facilitated town meeting and the vision for the community. The exact dates of the meetings will be scheduled at a later date.

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Town of Southern Shores Planning Board

Chair: George Kowalski
Vice-chair: Georgine Poisal
Members: Jay Russell
Joe Walter
Dave Peckens
ETJ: Ed Overton
Alternates: Jim Conners
Nancy Wendt

Town of Southern Shores Land Use Plan Steering Committee*

Dan Shields, Mayor Pro Tem
Webb Fuller, Town Manager
Joe Walter, Planning Board
Tom Bennett, SSCA
Mike Hejduk, Code Administrator
Bob Harvey, Fire Chief
Mark Martin, Construction Industry

David Sanders, Council Member
Nancy Wendt, Planning Board
Frans Koeleveld, Board of Adjustment
Al Fox, CPOA
David Kole, Police Chief
Richard Perkins, Real Estate Industry

*Note: The Southern Shores Land Use Plan Steering Committee, as supplemented